

Legal Disclaimer & Privacy Policy

Legal Disclaimer

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Privacy Policy

Your Privacy

At **Icon People Recruitment Ltd**, we are committed to protecting your privacy and handling your personal information responsibly in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

Any personal information submitted through our website will be processed fairly, lawfully, and transparently. We only collect information that is necessary for providing our recruitment services, responding to enquiries, processing job applications, communicating with clients and candidates, and complying with our legal obligations.

We do not sell, rent, or trade your personal information to third parties. Personal information will only be shared where:

- You have provided your consent;
- It is necessary to deliver our recruitment services;
- We are legally required to do so;
- It is required to protect our legal rights or comply with regulatory obligations.

Information We Collect

Depending on how you use our website, we may collect:

- Your name;
- Email address;
- Telephone number;
- CV or employment history;
- Professional qualifications and work experience;
- Company information (for clients);
- Messages submitted through our contact forms;
- Website usage data and analytics.

Website Analytics

We may collect anonymous website usage information to help improve our website and services. This information may include:

- Number of visitors;
- Pages viewed;
- Browser type;
- Device information;
- General geographic location;
- Time spent on the website.

This information is collected in aggregate form and cannot normally identify individual users.

Cookies

Our website uses cookies to improve user experience and website functionality.

Cookies may be used to:

- Remember your preferences;
- Maintain secure user sessions;
- Analyse website traffic;
- Improve website performance.

Most web browsers automatically accept cookies; however, users can modify their browser settings to refuse cookies if they wish. Please note that disabling cookies may affect certain website features.

Recruitment Information

Where you submit your CV or employment details through our website, you consent to Icon People Recruitment Ltd processing your personal information for recruitment purposes, including:

- Assessing your suitability for available vacancies;
- Contacting you regarding employment opportunities;
- Introducing your profile to prospective employers (only where appropriate and in accordance with applicable data protection laws);
- Maintaining candidate records for future recruitment opportunities where permitted.

Data Retention

Personal information will only be retained for as long as necessary to fulfil the purpose for which it was collected or to comply with legal and regulatory requirements. When information is no longer required, it will be securely deleted or anonymised.

Data Security

We implement appropriate technical and organisational measures to protect personal information against unauthorised access, disclosure, alteration, or destruction. However, no internet transmission or electronic storage system can be guaranteed to be completely secure.

Your Rights

Under UK GDPR, you have the right to:

- Access your personal information;
- Request correction of inaccurate information;
- Request deletion of your personal data where applicable;
- Restrict or object to certain processing activities;
- Request data portability where applicable;
- Withdraw consent where processing is based on consent;
- Lodge a complaint with the Information Commissioner's Office (ICO).

Contact Us

If you have any questions regarding this Legal Disclaimer or Privacy Policy, or wish to exercise your data protection rights, please contact:

Icon People Recruitment Ltd

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Company Registration Number: 17270447

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